



STATE OF DELAWARE
STATE FIRE PREVENTION COMMISSION
DELAWARE FIRE SERVICE CENTER

(302) 739 - 3160
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1463 CHESTNUT GROVE ROAD
DOVER, DELAWARE 19904

STATE FIRE PREVENTION COMMISSION

Monthly Meeting

December 19, 2017

MEMBERS PRESENT

Alan Robinson, Jr., Chairman
Ron Marvel, Vice Chairman
David J. Roberts
Tom DiCristofaro
Lynn Truitt
Marvin C. Sharp - absent
Ted Walius

ALSO PRESENT

Patricia Davis, Deputy Attorney General
Patrick Matthews M.D., BLS Medical Director - absent
Sherry Lambertson, Executive Specialist
David J. Truax, Investigator/Compliance Officer
Grover P. Ingle, State Fire Marshal
Robert P. Newnam, Director, State Fire School

GUESTS

Warren Jones, DVFA
Anthony Spiezio, DTI
Bill Betts, DVFA
Elmer Steele, DVFA
Richard Perillo, DVFA
Jay Jones, DVFA
Jason Capps, DSEMSA
Mike McMichael, DSEMSA
William Kelly, Hartly Fire Company
Britany Huss, OEMS
Diane Hainsworth, OEMS

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CALL TO ORDER

Chairman Robinson called the meeting to order at 9:00 a.m.

PLEDGE OF ALLEGIANCE

APPROVAL OF NOVEMBER 21, 2017 COMMISSION MEETING MINUTES

It was moved by Commissioner Dicristofaro, and seconded by Commissioner Truitt that the minutes of the November 21, 2017 Commission meeting be approved. Motion carried by unanimous vote.

REGULAR BUSINESS

REPORT OF THE STATE FIRE MARSHAL

INFORMATIONAL ITEMS

Personnel Items

Fire Marshal Ingle introduced Thomas P. Looney, Deputy Fire Marshal I to the Commission. He was sworn in by Deputy Attorney General Davis.

Fire Marshal Ingle reported that he did not post the vacant Juvenile Fire Setter Intervention Coordinator position yet. He will reevaluate the vacancy in early 2018.

Brian Schad is out on medical leave due to an off duty injury.

Fire Fatalities

Fire Marshal Ingle reported on a fire fatality on November 27, 2017 at approximately 1PM. Millville Fire Company was dispatched to a mobile home fire in the 36000 Block of Cabin Hill Road, Oceanview. Heavy fire was showing upon arrival. During fire suppression operations a deceased victim was found inside the mobile home. Smoke alarms were not present in the home. This is the tenth fire fatality of the year. 9 Fire Deaths without smoke alarms and 1 with a smoke alarm.

2018 Goals

A Management meeting was held on December 14, 2017. Fire Marshal Ingle reported on some of the goals identified by the supervising staff. One of the goals is to improve on communication. There are concerns with needed information not always filtering down to the rank and file of the agency. There is also hope that the new IT program will be up and running in 2018. The Quality Assurance Program should also improve under the new IT Program.

DTI Update

Fire Marshal Ingle reported that his agency continues to work with DTI on the program that is being developed for the agency. Program testing continues. The new program should be online in the first quarter of 2018.

ATF – Evidence Collection Seminar

Fire Marshal Ingle reported that ATF provided an evidence collection and laboratory testing seminar for the agency. They discussed basic evidence collection and how the ATF would like to see things come to their labs. Approximately 32 people were in attendance from the agency. It also included staff from the Division of Forensic Science, City of Wilmington, City of Dover, University of Delaware, and Delaware State Police.

IAAI – Fire Dynamics Seminar

January 24, 2018, the Office of State Fire Marshal will host a Fire Dynamics Seminar that is hosted by the IAAI. Fire Marshal Ingle has been able to negotiate the seminar at a reasonable cost to the agency.

Fire Inspector I Class

The Fire Inspector I Class will be held from January 22 – 27, 2018 at the Delaware State Fire School. 3 Students are registered at this time with an anticipated increase of another student.

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DFIRS Incidents Received

TOTAL STATE PARTICIPATION IN COMPLIANCE			
82 %			
DELINQUENT DEPARTMENTS			
New Castle County			
Cranston Heights		April – July	
Five Points		April – June, August - October	
Port Penn		October	
Kent County			
Bowers		January – March, May – August, October	
Cheswold		January – June, August - October	
Harrington		October	
Hartly		August – October	
Little Creek		July – October	
Magnolia		July – October	
South Bowers		May – October	
Sussex County			
Ellendale		March – October	
OVERDUE REPORTS BY DAYS			
30 Days	60 Days	90 Days	90+ Days
2	0	1	8

Source: DFIRS Incidents received as of 12/05/17.

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REPORT OF THE STATE FIRE SCHOOL DIRECTOR

Director

- Updated SERT books have been provided to the Fire Companies.
- Director Newnam reported that in the Fall of 2018 the Basic Firefighting Skills class will change. The Haz Mat section will now be given online and an exam will be taken on the first day of class. This will free up a day of outside training verses a day in the classroom.
- Officer's Seminar – January 27th
 - Chief Mark Bashoor (ret.) Prince Georges County Fire Department (MD)
 - Speaking about a fire that severely injured 2 volunteer firefighters.
- Full Instructor's Seminar will be held on January 28th
- One-Year plan status – Director Newnam presented a One-Year Plan Report for the Commission to review.
- Year End report for 2017 – Director Newnam presented an End of Year report for the Commission to review.
- NFPA's position on fire ext. training for children – DSFS supports the position
 - [NFPA's position on portable fire extinguisher training and children](#)
- AFG Grant – State Contracts have been approved
 - Mobile Ambulance Simulator ordered (85k)
- Adult Sized Patient Simulator ordered for EMT Training (54k)
- Tank Truck Props - AFG Grant received 12-14-17
 - DOT-406 CARGO TANK MODEL (2 COMPARTMENT)
 - DOT-407 CARGO TANK CRASH BOX
 - DOT-412 CARGO TANK MODEL
 - MC-331 CARGO TANK MODEL
 - IMO-101/102 CRASH BOX

Staff Activities

- Safety Conference Indianapolis – December 5-9, Wilson
- Delaware State Fire School Public Education Newsletter – Lowe – *attached*
- WFD – Officer Development – Starting in January 2018
 - Instructor I & II, Fire Officer 1 thru 4, to be completed by January 2020

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Programs/Courses

Figures in red are reference to last year's comparison of class attendance.

- Current Month
 - Certification Testing – Firefighter 1&2, 3 students (9), Fire Officer 1, 4 students (0), Fire Officer 2, 3 students (0)
 - Vehicle Rescue – 45 students (23)
 - NFA – Safety Culture – cancelled
 - WFD Recruit Class – currently being conducted at the New Castle Division
- Divisions Usage – Drill ground closed after Thanksgiving

EMS

- **Current Month**
 - CEU programs – 8 scheduled (6)
 - EMT Practical testing – All Divisions, 57 students
 - EMT classes for January – students - 24 NCD, 20 KCD, 11 SCD
 - Program will include live on-line segments every other weekend – taped

Public Education and Injury Prevention - Activity Report

- **Current Month**
 - Fire Safety Programs – 3 scheduled (3)
 - Injury Prevention Programs – 4 scheduled

Maintenance – Building and Grounds

- HVAC Bid opening 12-04-17 – Base 1,329,000. Joseph T. Richardson
 - Accepted two Alternates for the Commission Area and installing access door.
 - Leaves the Gear Room – Kitchen – Cafeteria – Dining Hall
- Office Remodeling and Improvement project
 - Bid Opening 01-22-18 and award, Contractor begin 02-28-18
- Ground Ladder testing scheduled for December 18th

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Financial

- Past Due Billings
 - 30 days – 36,474.00
 - 90 days – 16,659.00
- 20678 Tuition Fund – 744,349.00
- Accounts receivable – 103,404.00
- Revenue Comparison
 - Tuition – 2017 – 81,629.51, 2016 – 21,835.00
- Special Funds Summary – The Special Funds Summary report was submitted to the Commissioners for review.
- Expenditure Report – The Expenditure report was submitted to the Commissioners for review.

Staff and Office Staff Meeting Minutes

Staff and office staff meeting minutes were submitted for Commission review.

Scheduled Activities

Director Newnam will be out of the state from December 19th – 29th.

REPORT OF THE INVESTIGATOR/COMPLIANCE OFFICER

9 Annual Ambulance Unit Inspections
0 New Unit Inspections
3 Complaints Received
3 Arrest Notifications were received.
0 Self Report

2016 – 0 Open Cases
2017 – 10 Open Case

Investigator Truax reviewed and requested closure for Case No. 1605, 1702, 1713, 1714, 1715, and 1716. After a thorough review of these cases by the Department of Justice, it was determined that the case be dismissed for prosecutorial discretion. It was moved by Commissioner Robers, seconded by Commissioner Dicristofaro to close the cases by the recommendation of Investigator Truax. Motion carried by a unanimous vote.

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REGULAR BUSINESS

ACTION ITEMS

Determine Annual Scratch Rate for 2018

It was moved by Commissioner Roberts, seconded by Vice Chairman Marvel to maintain the scratch rate for 2018 at 9%. Motion carried by a unanimous vote. An announcement will be distributed statewide by the Commission office.

2018 Commission Meeting Dates Approval

It was moved by Commission Dicristofaro, seconded by Commissioner Truitt to approve the 2018 meeting dates as submitted by Ms. Lambertson. Motion carried by a unanimous vote.

NEW BUSINESS

No report at this time.

GENERAL INFORMATION

No report at this time.

CORRESPONDENCE

None.

MISCELLANEOUS INFORMATION

Narcan Distribution Plan

Diane Hainsworth reported on behalf of OEMS with regard to a stock of Narcan that will be available for distribution for the next two years. It was agreed that Britany Huss, Paramedic Administrator will work with Ms. Lambertson of the Commission to begin the process of a distribution plan to the BLS Community.

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Complaint Submission Procedures

Commissioner Dicristofaro asked Investigator Truax who is able to file a complaint against an EMT. Mr. Truax stated that a complaint can be filed by anyone as long as it is in writing. A complaint can be filed anonymous, but it is not recommended to do so because to prove the validity of the case will eventually or possibly require the person to openly testify in a hearing. Deputy Attorney General Davis stated that anonymous complaints can almost never be remedied because it's so difficult to investigate or interview from this type of complaint.

The person that spoke to Commissioner Dicristofaro stated that he was told that only a patient could file a complaint against an EMT. Investigator Truax and Deputy Attorney General Davis explained that was not true. A copy of the agency internal Investigative Procedures was submitted to each Commissioner for review.

REPORT OF THE COMMISSIONERS

Chairman Alan Robinson, Jr.

Chairman Robinson reported that he attended the Monthly Fire Prevention Commission Meeting, Citizens Hose Fire Co. Meeting, Budget Meeting, Citizens Hose Fire Co. Board Meeting, Cheswold Fire Co. Banquet, DVFA Meeting, DEMSOC Meeting, and Clayton Fire Co. Banquet.

Vice Chairman Ron Marvel

Vice Chairman Marvel reported that he attended the Monthly Fire Prevention Commission Meeting, Seaford Fire Company Meeting, Sussex EOC Meeting, DVFA Meeting, and CFSI Meeting.

DATE OF NEXT MEETING

January 16, 2018 – 9:00 AM
Commission Chamber
Delaware Fire Service Center
1463 Chestnut Grove Road
Dover, DE 19904

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ADJOURNMENT

It was moved by Commissioner Roberts, and seconded by Commissioner Truitt that the meeting be adjourned. Motion carried by a unanimous vote. The meeting was adjourned at 10:22 a.m.

Respectfully submitted,

Sherry R. Lambertson

Sherry R. Lambertson
Executive Specialist

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